

TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Step 1

Identify your major fields of study and career pathways.

- Research careers in the Career Center, Cesar E. Chavez Student Services Building (Bldg. 68), online at www.swccd.edu/transfercenter (<https://www.swccd.edu/student-support/transfer-center/>), or in the Library.
- Meet with a counselor to discuss options in the Transfer Center.
- Discuss your field of interest and goals with faculty in the discipline(s) you are considering.
- Attend “Steps to Transfer” Workshop in the Transfer Center.

Step 2

Identify colleges and universities offering your major.

Visit the Transfer Center at www.swccd.edu/transfercenter (<https://www.swccd.edu/student-support/transfer-center/>) or Library to:

- consider the geographic location of the university.
- consider the setting of the university (urban/rural).
- consider the social aspect and extracurricular activities of the university.
- consider the ranking of the university.
- consider the tuition, housing options, etc.

Step 3

Visit two or three universities/colleges.

- Plan a visit to feel and see the environment early on (at least three semesters in advance of transferring).
- If you cannot go there, take a virtual tour on the Internet, if possible.
- Participate in college fairs and university tours sponsored by the Transfer Center.
- Meet with college/university representative.

Step 4

Develop a Student Education Plan (SEP) for at least two to three potential options.

- Schedule an appointment with a counselor to develop a Student Educational Plan.
- Identify course requirements for your major and for admission criteria.

Step 5

Stay on Track.

- Follow your Student Educational Plan.
- Maintain the necessary grade point average.
- Complete all course requirements.
- Stay in contact with your college counselor to be informed about possible changes in transfer requirements.

- Enhance your transfer potential with extracurricular activities such as internships, ASO/Clubs, volunteer service, etc.

Step 6

Identify a timeline for:

- Applying for admission.
- Applying for financial aid and scholarships.
- If needed:
 - Petition for graduation (Associate Degree for Transfer - ADT)
 - Acquiring letters of recommendations.
 - Preparing a personal statement.

Step 7

Keep informed on the progress of your application.

- Read all letters/emails sent to you by the transfer institution.
- Send official transcripts from all institutions attended and applicable test scores as requested.
- Accept offered admission.
- Take any required assessment exams requested on time.
- Follow up with the transfer institution with any questions you have.
- Attend orientation sessions, university tours, etc.
- Make arrangements for housing far in advance.
- Inform your family and significant friends about your plans—ask them for encouragement and support.

Step 8

Congratulations! You have been admitted to the university of your choice!